



Interagency Coordinating Board for Community Use of Public Facilities
FY13 Hourly Fee Schedule in MCPS Facilities



Indoor School Use FY 13 (9/1/12 – 8/31/13)				
	Monday-Friday (1-hour minimum)		Saturday/Sunday/Holidays (3-hour minimum)	
	Before 6pm	After 6pm		
	FY13	FY13	FY13	FY13
Category A: MCPS use – only staff costs apply				
Category B: MCPS partnerships, PTA, Government entities			First Room	Add'l Rooms
APR, Cafeteria, Other	10.00	12.00	16.00	16.00
Gym	10.00	11.00	16.00	16.00
Classrooms	6.50	8.00	15.50	15.50
Auditorium	49.00	49.00	49.00	N/A
Category C: Community Recreation; Community, Religious & Cultural non-fee activities			First Room	Add'l Rooms
APR, Cafeteria, Other	10.00	18.00	30.50	16.00
Gym	10.00	16.00	30.50	16.00
Classrooms	6.50	8.00	26.00	16.00
Auditorium	49.00	49.00	49.00	N/A
Category D: Enterprise Activities – classes & programmed activities with fees; MCPS & PTA fundraisers & activities with fees				
	Before 6pm	After 6pm	First Room	Add'l Rooms
APR, Cafeteria, Other	10.50	19.00	31.50	19.00
Gym	10.50	17.00	31.50	19.00
Classrooms	7.00	9.00	28.50	18.00
Auditorium	52.50	55.00	61.00	N/A
Category E: Tournaments, Community Fundraisers, Special Events/Celebrations/Performances				
	Monday-Friday All Times		Each Room	
APR, Cafeteria, Gym, Other	47.00	50.00	52.50	
Classrooms	35.00	35.50	37.00	
Auditorium	84.00	90.00	90.00	
Category F: Business Events/Activities & Out-of-County Group Activities				
	Monday-Friday All Times		Each Room	
Auditorium	150.00		155.00	
All Other Rooms	47.00		52.50	
Classroom	40.00		40.00*	
Gym – MS or HS	72.00		77.00	
Gym – Elementary	50.00		55.00	
Cafeteria – Middle School	52.00		57.00	
Cafeteria – High School	62.00		67.00	
*\$35 per hour if 5 or more rooms are booked (first room at regular rate)				
Camps & Clinics	Before 6pm	After 6pm	Each Room	
APR, Cafeteria, Gym, Other	24.50	24.50	31.50	
Classrooms	13.00	13.00	28.50	
Auditorium	60.00	60.00	60.00	
Outdoor Facilities				
	Fields (except stadiums)	Tennis Court	Parking Lot	Pick-up/Drop-off per 10 days
Category A	Staff costs only			n/a
Category B	ES/MS/HS 5.00	10.00	16.50	48.00
Category C	ES/MS/HS 5.00	10.00	16.50	48.00
Category D	\$22 (4-hr. minimum for camps/clinics)	10.00	16.50	48.00
Category E	22.00	10.00	16.50	48.00
Category F	55.00	10.00	16.50	48.00

Other Fees			
Equipment & Auditorium Fees		Staff - Hourly Rate (3-hour minimum)	
Auditorium Fee, plus \$100 security deposit	\$10.00 per hour or \$40.00 per use (whichever is greater)	Building Services Worker (for set-up and clean-up)	\$29.50 per hour
Dressing Room (may be required w/auditorium)	Classroom rate	Building Attendant	\$29.50 per hour
Audio Visuals	\$3.00 per hour	Cafeteria Worker (required with use of kitchen), plus \$50 deposit	\$28.50 per hour
Computer/lab fee (with approval, no internet use)	\$50.00 per room per use	Media Services Technician (mandatory with auditorium) or User Support Specialist required with use of specialized equipment	\$48.50 per hour
Grand Piano	\$25.00 per use	Weekend/Holiday Start-Up Fee	\$16.00 per day
Upright Piano	\$5.00 per hour		
Scoreboard Control Unit (staff costs may apply)	\$2.00 per hour		
Miscellaneous Fees			
Administrative Fee	\$48.00	Cancellation/Date Change Policy for <u>Special Events</u> (large events in auditoriums, cafeterias, etc): 46 calendar days notice or more: \$48 cancellation fee 31-45 calendar days notice: 25% of facility charges plus \$48 cancellation fee 10-30 calendar days notice: 50% of facility charges plus \$48 cancellation fee Less than 10 business days notice: 100% of facility charges <i>If staff is able to rent the same space to another community use group, only the \$48 cancellation fee applies.</i>	
Adjustment Fee	\$25.00		
Cancellation Fee for Camps	\$48.00		
Cancellation Fee (for other than Special Events & Camps) with at least 10-business days notice	\$25.00		
NOTE: Staff costs will be retained with less than 2-full business days notice for all bookings			
Late Fees: \$10 per month (with incremental increases of \$5 per additional \$500 owed, based on amounts 30-days past due)			

Fee Categories for Community Use Activities in MCPS Facilities

Category A
<ul style="list-style-type: none"> MCPS K-12 & extracurricular school activities, including booster clubs; MCPS offices. Note: Anytime staff costs are incurred these costs must be paid, including when using another school location <p>Note: Category D rates apply to MCPS partnerships with commercial entities, e.g., SAT prep classes & academic enrichment classes <u>with fees</u> (form must be submitted by MCPS)</p>
Category B
<ul style="list-style-type: none"> Public recreation classes, summer camps & activities (Montgomery County Recreation Department & municipal recreation departments of Takoma Park, Rockville, Gaithersburg) City, County, State, Federal & other government agency meetings/programs MCPS partnerships with government agencies – specific contract provisions apply MCCPTA fee classes, e.g., FLES, Hands-on-Science MCPS and PTA free activities & volunteer led fundraisers (no third-party entities involved), e.g., sock hops, non-monetary bingo, international night PTA classes & activities led by volunteers with nominal fee, e.g., material costs only <p>Notes: Category D rates apply to PTA partnerships with third-party entities for activities with fees, e.g., classes, fairs/festivals, holiday bazaar or shopping nights, family portraits, restaurants & food vendors (form must be submitted by PTA). <i>In such cases the PTA assumes full liability, checks are written to the PTA (not the third-party entity), and the third-party entity shares the proceeds</i></p> <p>No facility fee applies to PTA general monthly meetings. Check the annual PTA packet for information regarding other meetings and events. An administrative fee will be charged for field use.</p>
Category C
<ul style="list-style-type: none"> Nonprofit State-licensed childcare selected by school community – school-year contract for "before and after" care Cultural and religious classes/bible study & regularly scheduled services (no celebrations or special events) Community groups, e.g., Scouts, Kiwanis, HOAs, garden clubs, etc. Community recreation, e.g., informal/local sports groups, Boys and Girls Clubs, etc. Classes & activities led by volunteers with nominal fee, e.g., material costs only
Category D - Enterprise Activities
<ul style="list-style-type: none"> For-profit State-licensed childcare selected by school community – school-year contract for "before and after" care Classes with registration/tuition fees (not sponsored by corporate entity) National/regional sports leagues/franchises MCPS/PTA enterprise partnerships classes, activities or programs with fees, or fundraisers with third-party entities (nonprofit and commercial) Home-based/sole proprietor/start-up endeavor with rates comparable to those offered by a nonprofit organization meeting an unmet or locally identified need
Category E
<ul style="list-style-type: none"> Youth and adult sports tournaments, e.g., basketball, step, volleyball, cheerleading, pom competitions. Must have Security Staff. Non-MCPS/non-PTA fundraisers, e.g., yard and garden sales Performances/large or special events by nonprofit organizations Community/religious/cultural special events with any admission fee, advanced participant reservations, donation, membership dues or ticket sales or requiring special consideration for placement or timeliness of notification, e.g., revivals, High Holidays, holiday and New Year's celebrations, cultural concerts. A special event is any event outside the normal worship service, e.g., churches that book weekly and then want to hold a revival, Mother's Day program or Christmas program will be charged the special event rate
Category F
<ul style="list-style-type: none"> Out-of-county group activities; business or corporate activities/events/classes; performances/large or special events by for-profit organizations 25% discount for weekday classroom use before 6:00 p.m. for youth programming meeting an unmet or locally identified need may be requested
Camps & Clinics
<ul style="list-style-type: none"> Summer & school-break camps, clinics & other activities of a programmatic nature not sponsored by public recreation agencies Typically 3+ hours, 3-5 days per week, same participants, and participation covered by single registration or considered a camp by Dept. Health & Human Svs.